



Request for City Council Committee Action From the Department of Human Resources

Date: June 3, 2002

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles Phone: 673-3344

Approved by: _____
Ann Eilbracht
Director, Human Resources

John Moir
City Coordinator

Subject: **Reclassification of Assistant Director, Emergency Communications and Technology Bureau and related salary ordinance**

Recommendation:

- 1) Reclassify the position of Assistant Director, Emergency Communications and Technology Bureau, from Grade 11 (535 points) to Grade 12 (578 points) effective January 3, 2002. This will result in an increase in the 2002 salary range from \$70,977 – \$78,448 to \$76,822 - \$84,909.
- 2) Reclassify the incumbent, Thomas Donohoe, along with the position effective January 3, 2002. This will result in an increase in the incumbent's 2002 annual salary from \$74,713 to \$80,866.
- 3) Adopt the salary ordinance for Assistant Director, Emergency Communications and Technology Bureau, effective January 3, 2002. The salary ordinance is attached for your approval.

Financial Impact (Check those that apply)

- ☐ No financial impact or Action is within current budget.
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☒ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the

Committee Coordinator

Background/Supporting Information

Due to an increased level of responsibility the Director, Emergency Communications requested a study of the Assistant Director, Emergency Communications and Technology Bureau classification.

This position will now directly oversee three positions, the MECC Operations Manager, the MECC Training Manager, and the MECC Technology Coordinator. Subsequently, the position will be responsible for the training and operational functions of the 9-1-1 Center. These duties are in addition to the project management and technology acquisition responsibilities currently held by this position. Specific job duties include, but are not limited to: oversight, supervision, and management of operations of the 9-1-1 Center, coordination of human resources actions in cooperation with the Human Resources Department, management of the department training program, and project management for technical and procedural improvement. Additionally, this position will act as the primary liaison with appropriate internal departments and external organizations such as media and communications with regard to emergency communications and technology issues.

I recommend that you approve the reclassification of the position of Assistant Director, Emergency Communications and Technology Bureau and the incumbent, from Grade 11 (535 points) to Grade 12 (578 points), as well as adopt the related salary ordinance effective January 3, 2002. The salary ordinance is attached for your approval.

cc: Brett McNeal, Human Resources
Timothy Giles, Employee Services
Mike Hebner, Human Resources
Julie Schiller, Central Payroll
Linda Webster, HRIS
File